

CHAPTER 3 - GLOSSARY

Additional services are professional services outside the scope of basic services identified in and are not included in the approved construction budget. These services include but are not limited to: programming, masterplans, coordination with local jurisdictions, unanticipated construction phasing, renderings and models, landscape design not included in the budget, formal presentations outside those required in each phase, off site utilities, fire modeling, LEED certification and special discipline consultation.

Agency architect/engineer is an employee of a state agency who possesses a valid Kansas license and serves as the project architect/engineer for projects below statutory limits that require convening a negotiating committee. (K.S.A. 75-1254).

Alternate bid is an amount listed on the bid form for the contractor to add or deduct from the amount of the base bid.

Alternate Project Delivery means an integrated comprehensive design and construction process, including all procedures, actions, sequences of events, contractual relations, obligations, interrelations and various forms of agreement all aimed at the successful completion of the design and construction of buildings and other structures whereby a construction manager or general contractor of building design-build team is selected based on a qualifications and best value approach.

Ancillary services are professional services such as surveying, geological/soils/subsurface investigation, acoustics, HVAC testing and balancing, hazardous materials survey and abatement, building commissioning and any other testing and consulting services, which may be contracted separately by the state, or may be contracted as part of the project architect or engineer's contract, or may be contracted as part of the construction contract. KSA 75-3784.

Architectural services consist of "providing preliminary studies and designs, overall interior and exterior building design, the preparation of drawings, specifications and related documents, all in connection with the construction or erection of any . . . public building, building project or integral part or parts of buildings or of any additions or alterations", including "building code requirements, as they pertain to architecture, and other building related features affecting the public's health, safety and welfare". K.S.A. 74-7003 (d), (e)

Architectural Services, Division of. Per order of the Secretary of Administration all powers, duties and functions of the Division of Architectural Services and its Director were transferred to the Division of Facilities Management and its Director on January 17, 2002.

As-builts are drawings provided by the project architect/engineer to identify changes in the facility design which occurred during the construction of the project.

Basic Services are services common to most building design and construction projects and does not include those specialized services used on an infrequent basis. Basic services can be tied directly to work that is included in the approved construction budget. Services not included in basic service are considered additional services or ancillary services.

Bidding Phase begins when the construction documents are completed and approved by the agency and DFM for distribution to contractors. The Document section receives the tracings and specifications, adds DFM's "front end" specifications, establishes the bid date, advertises the project and pre-bid conference, and coordinates printing and distribution of the documents and addenda.

Capital Improvement Project is the study and/or construction of a new, an addition(s) to, an alteration(s) or repair(s) of a facility, parking lot or infrastructure.

Code Compliance Coordinator is an individual who works for the Division of Facilities Management and is deputized by the Kansas State Fire Marshal's Office to serve as the review official for all building construction project on state property.

Code Footprint means a building and life safety code compliance document that contains both graphic and narrative information and that meets the requirements of K.A.R. 22-1-7.

Code Inspector is a DFM employee who inspects capital improvement projects ensuring construction is in accordance with approved code footprints, building codes, and accessibility laws. [K.S.A. 75-1262]

Construction Administration is the project architect/engineer's responsibility to oversee the project's construction for conformance with the plans and specifications, including resolution of problems and discrepancies.

Construction Documents is the preparation of detailed drawings and specifications for the agency's and contractor's use during the bidding and construction phases of the project.

Construction Management Services may include detailed cost estimating, critical path method scheduling and monitoring, drafting contract documents for necessary phasing and grouping, drafting contracts and change orders, full-time inspection and checking and approving shop drawings, color schedules, and materials. (K.S.A. 75-1265)

Construction Observer is a DFM employee who provides supplementary construction observation for the Secretary of Administration. [K.S.A. 75-1262]

Consultant is an individual or firm that is contracted by the project architect/engineer firm to assist the project architect/engineer in the delivery of professional services.

Department of Administration shall have and exercise administrative functions of the state, in the manner as provided by law, in relation to various functions including but not limited to, accounting & fiscal matters, purchasing, personnel, maintaining records of state property, issuing warrants to be paid out of the state treasury, surplus property and building design and construction. (K.S.A. 75-3707)

Design Development consists of drawings and other documents to fix and describe the size and character of the projects as to architectural, structural, mechanical, and electrical systems.

Design Team is an architectural/engineering firm contracted with the State of Kansas and includes all consultants hired by the firm to provide design services for a state agency.

Division of Accounts and Reports (A&R) is the Division of the Department of Administration responsible for processing contract encumbrances and printing warrants for payment.

Division of Facilities Management (DFM) is the Division of the Department of Administration responsible for assisting and supporting state agencies with building construction projects.

Division of Purchases (Purchases) is the Division of the Department of Administration responsible for receiving and validating bids, and initiating the construction contract for building construction projects.

Engineering services pertain to mechanical, electrical, plumbing, civil or structural systems of proposed building or as an alteration or addition to an existing building such as consultation, evaluation, planning, providing preliminary studies and designs, the preparation of drawings, specifications and related documents. (K.S.A. 75-5802(b))

Evaluations are reviews of the performance of project architects/engineers in the areas of design, construction documents and construction administration; and the performance of all construction contractors.

Facility Conservation Improvement Program (FCIP) is a program administered by the Kansas Corporation Commission (www.kcc.state.ks.us/energy/fcip) to fund projects such as new lighting technologies, boilers, chillers, energy management controls.

Firm is an individual, firm, partnership, corporation, association or other legal entity which is permitted by law to practice the profession of architecture or the profession of engineering. (K.S.A. 75-1251(a)), (K.S.A. 75-5802(a)).

Joint Committee on State Building Construction (JCSBC) is composed of five members of the Senate and five members of the House of Representatives. JCSBC's duties are to study all five-year capital improvement and facilities plans and capital improvement budget estimates; make recommendations on these five year plans to the Senate Ways and Means Committee and the House Appropriations Committee; monitor the progress of all capital improvement projects or major repairs; and review all change orders greater than \$75,000. (K.S.A. 75-1264).

Kansas Licensure is a professional license issued by the Kansas State Board of Technical Professions required by professionals intending to procure state work and used for sealing the contract documents. (K.S.A. 74-7003).

Kansas Register is a weekly publication compiled by the Secretary of State which includes all advertisements for contracts for architectural, engineering and ancillary services, construction, repairs and improvements. Subscription information can be obtained by telephone (785-296-3489) or online (www.kssos.org).

Kansas State Fire Marshal's Office (KSFMO) shall adopt reasonable rules and regulations, consistent with the provisions of this act, for the safeguarding of life and property from fire, explosion and hazardous materials. (K.S.A. 75-1510)

LEED Certification distinguishes building projects that have demonstrated a commitment to sustainability by meeting the highest performance standards.

Negotiating Committee is comprised of three individuals or their designees: "1) the head of the state agency for which the proposed project is planned", "2) the head of the institution for which the proposed project is planned", and "3) the director of the division of architectural services or a person designated by the director, who shall act as chairperson of the committee". When the proposed project is not planned for an institution, the state agency head shall designate a second person in lieu of the head of an institution. (K.S.A. 75-1251(b) & 75-5802(e))

On-Call architectural or engineering services are provided by project architects and/or project engineers for state agencies with capital improvement project costs whose total project funds do not exceed \$500,000 (\$750,000 July 1, 2006) in general construction or \$250,000 (\$500,000 July 1, 2006) in engineering construction.

Partnering is a process agreed to by the state agency, DFM and the contractor for the sole purpose of enhancing communication throughout the design and construction of the project.

Planner is an employee of the Division of Facilities Management who provides planning, architectural or engineering services to agencies on funded/unfunded capital improvement projects. [K.S.A. 75-1269]

The **program** should set forth, in writing, the Owners objectives, constraints, spaces, spatial relationships, activities, functions, projected costs and schedule for construction of the project. Info such as topography, subsurface, utilities, landscaping, existing facilities, future uses, flexibility, expandability, equipment, systems, maintenance, site requirements, vehicular traffic, parking, delivery and pedestrian circulation may also be included. (K.S.A. 75-1255, K.S.A. 75-5805, and K.S.A. 75-3742)

Project Acceptance Record is an official notification issued at various junctures of the project by DFM on behalf of the state when the code footprint is accepted, when the construction documents are accepted, when the fire alarm drawings are accepted, when the sprinkler shop drawings are accepted, when the occupancy certificate is approved, and when the permit to build is identified, as noted in Building Code and ADAAG Reviews Chapter.

Project Architect means a firm employed for a particular project or for on-call architectural services, or is an individual employed by a state agency to provide architectural services on restricted projects. (K.S.A. 75-1251(d))

Project Engineer is a firm contracted to provide professional engineering services for a specific capital improvement project or for on-call engineering services, or is an individual employed by a state agency to provide engineering services on restricted projects.

Project Number is either a four or six digit number prefixed by an "A", used and issued by DFM for each capital improvement project.

Project Manager is an employee of any state agency, excluding DFM planners, who possesses a Kansas license in the profession of either architecture or engineering and is responsible for facilitating building construction projects.

Project Team consists of the state agency representatives, the project architect/engineer, and DFM representatives when negotiated.

Record Documents, provided by the construction contractor, are drawings, field orders, change orders and construction change directives, which indicate changes incorporated into the work during construction.

Restricted Capital Improvement Projects are building construction projects whose total project funds do not exceed \$750,000 (July 1, 2006) in general construction or \$500,000 (July 1, 2006) in engineering construction. (K.S.A. 75-1253)

Schematic Design is the preliminary design stage of a project where the project architect/engineer shows the Owner several options for solving the project program.

Secretary of Administration is the head of the Department of Administration and oversees its organization and various functions as dictated by statute.

State Agency "includes any state institution". (K.S.A. 75-1251(f))

State Building Advisory Commission (SBAC) "shall be composed of seven members" . . . "and shall be a part of the department of administration". "The secretary of administration shall be a member and shall serve as chairperson". The next member shall alternate between the head of the architecture program of Kansas State University and the University of Kansas. "The five remaining persons shall be appointed by the Governor". "At no time shall more than 3 of the 5 members appointed by the governor be members of the same political party at the time of appointment." At least one of the appointed members shall be a member of a building trades union and at least one shall be a member of an association of building construction contractors. (K.S.A. 75-3780)

Statement of Qualifications (SOQ) for professional services is federal form SF330, Part II, available on the Internet or from DFM.

Successful Bid is any bid which is awarded to a construction contractor.

Unrestricted Capital Improvement Projects are building construction projects whose total project funds exceed \$750,000 (July 1, 2006) in general construction or \$500,000 (July 1, 2006) in engineering construction. (K.S.A. 75-1253)

END OF CHAPTER 3